



State of Idaho

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Division of Medicaid

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### INFORMATIONAL LETTER #2001-8

**DATE:** September 20, 2001

**TO:** ALL LICENSED FACILITIES AND PROVIDERS  
ALL NURSE AIDE TRAINING PROGRAM DIRECTORS  
ALL NURSE AIDE TESTING SITE COORDINATORS

**FROM:** DEBBY RANSOM, R.N., R.H.I.T., Chief  
Bureau of Facility Standards

**SUBJECT:** CERTIFIED NURSE AIDE (CNA) REGISTRY AND  
NURSE AIDE TRAINING AND COMPETENCY EVALUATION PROGRAM  
(NATCEP)

The current contract to run the Certified Nurse Aide (CNA) registry and Nurse Aide Training and Competency Evaluation Program (NATCEP) expires effective September 30, 2001, and the future contract is being put out for bid. The Department would like to recognize the years of dedication and service the Board of Nursing has devoted to this function.

The Board of Nursing has operated the CNA registry since its inception, when Congress mandated states to develop and maintain such registries in the late 1980s. It will be a major change for all of us when the operation of this registry moves away from the Board. The Department is in the process of developing a Request for Proposal (RFP) for release to all bidders within the next thirty (30) days. This RFP will be for providing services for NATCEP application processing and testing, and maintenance of the Nurse Aide Registry. During the interim period from October 1, 2001, until the new contractor is in place and prepared to provide the required services, the Department will take over the essential functions of the CNA registry. Due to the Department's limited resources, only the **most essential** functions will be performed during the interim between contractors.

**CNA Registry Verification Calls** ~~ Over the last eleven years, all types of health care providers and other members of the public have begun accessing the CNA registry to verify

that individuals are indeed CNAs in good standing. The function of CNA registry verification is only required by regulation for skilled nursing facilities and home health agencies. Therefore, the Department will only perform verification inquiries for these two provider types. Other provider types are encouraged to perform thorough background and reference checks prior to hiring CNAs.

The new telephone number to call for CNA registry verification as of October 1, 2001, is 208-364-1953. This is a 24-hour number, but ***it is not an Interactive Voice Response system*** such as the Board of Nursing had. This number will connect the caller to an answering machine. Please leave the following information:

Your name, facility/hha name, phone number  
CNA's name  
CNA's social security number

Department staff will look up the information and return the call within 24 working hours.

Calls to verify the licensure status of R.N.s and L.P.N.s should continue to go to the Board of Nursing as always. Calls about scope of practice and delegation issues should also continue to go to the Board of Nursing.

**CNA Testing** ~~ The Department has contracted with ASI to continue to provide the same testing services as those provided under their contract with the Board of Nursing. This function should continue just as before until a new contractor is in place.

**Renewals** ~~ The Department is not planning to process CNA registry renewals until the new contractor is in place. CNAs who are due for renewal in October or November may note a delay.

We apologize for the inconvenience caused by these changes. If you have questions about this transition process, please call Loretta Todd at 334-6626 or Paula Edwards at 334-5727.

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DEBBY RANSOM, R.N., R.H.I.T., Chief  
Bureau of Facility Standards

DR/nah  
cc: Board of Nursing